



System Training and Response (STaR) Team – SAIS Workshop

Preparing for Fiscal Year 2009 (Additional June sessions)

This three hour presentation will focus on significant changes to ADE guidelines and procedures for calculating and reporting student absences to SAIS, rules to limit the Average Daily Membership (ADM) generated by any student to no more than 1.0 (or 1.25 under specified circumstances involving JTED satellites) and other changes to SAIS reporting requirements for fiscal year 2009.

Please note that the content of this workshop is identical to that presented in “Preparing for Fiscal Year 2009” workshops in May 2008. These presentations are being repeated for the benefit of LEA personnel who were unable to attend previous sessions.

Target Audience

Local Educational Agency SAIS Technology Coordinators and Business Officials.

We do not recommend this workshop for individuals who have responsibilities for reporting data related to student participation in Special Education, English Language Learner, Early Childhood and/or Support Programs exclusively. Since there are only minor, and in some cases no, changes in SAIS reporting requirements for those areas and because very little time during this three hour session will be devoted to presenting that information, we believe that LEA SAIS Technology Coordinators who attend are best suited to disseminate the necessary information related to those areas to appropriate personnel within their agency. The System Training and Response Team will also release written documentation describing any changes in SAIS reporting requirements for these areas as part of our *SAIS Information Series* at a later date.

Topics

- ADE Guideline GE-20 “Absence Reporting Requirement” and related procedures
- The ADE Business and Finance Division memorandum dated April 3, 2008 “Reporting Absences and Apportionment of ADM” announcing the agency’s decision to limit the ADM generated by a student to no more than 1.00 or 1.25 under specified circumstances involving enrollment in a JTED.
- Changes to SAIS Reporting Requirements for FY 2009.

Information for workshop participants:

- Pre-registration through use of the ADE “Calendar of Events” located at <http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp> is required.
- Session dates, times and locations are found on page 2.
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- Participants are **not** required to print supporting documentation prior to the session. Copies of materials will be distributed at each presentation.
- In order to accommodate larger audiences, some venues will have theater style seating without tables. Participants may wish to carry a clipboard or other flat surface to facilitate taking notes.

Preparing for Fiscal Year 2009

Northern Region

Thursday, June 26, 2008	9:00 a.m. - Noon	Flagstaff High School, 400 W. Elm St., Flagstaff, AZ 86001
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Central Region

Monday, June 23, 2008	9:00 a.m. - Noon	ADE Student Services Building, Rooms 100/101 2005 N. Central Ave., Phoenix, AZ A parking pass (required for this location) will be sent to registered participants by e-mail the day prior to the event.
Monday, June 30, 2008	9:00 a.m. - Noon	ADE Student Services Building, Rooms 100/101 2005 N. Central Ave., Phoenix, AZ A parking pass (required for this location) will be sent to registered participants by e-mail the day prior to the event.

Southern Region

Tuesday, June 24, 2008	10:00 a.m. - 1:00 p.m.	Desert View High School, 4101 E. Valencia Rd., Tucson, AZ 85706
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For driving/parking directions, please click on:

Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>